

# ⇒⇒⇒ **ATTENTION** ⇐⇐⇐

This price list is extremely **TIME SENSITIVE**.

ASOs: Please distribute this price list to your divisions/agencies requiring Multiple Part Standard Forms. Purchase orders must be placed with the vendor **NO LATER THAN:**

**JANUARY 31, 2004.**

**(Re: Item No. 8 only)**

**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

**SPO Price List No. 04-03 (All Islands)**  
Includes Change No. 2  
Revised 12/23/03

**MULTIPLE PART (SNAPOUT) STANDARD FORMS**  
(IFB-04-003-SW)

**Order Deadline: January 31, 2004 (Re: Item No. 8 only)**

**STATE'S COMMITMENT.** Agencies of the following purchasing jurisdictions are required to purchase from this price list:

- Executive Branch
- Judiciary
- Office of Hawaiian Affairs
- Senate
- University of Hawaii

**EXCEPTION TO THE PRICE LIST.** When the use of the price list is not suited to an agency's purpose, the appropriate purchasing jurisdiction may grant an exception to purchase outside of the price list. Executive Branch agencies shall use SPO Form 5 (dated 9/18/96 or later), "Request for Authorization to Purchase Outside of the Price List", for this purpose.

**POINT OF CONTACT.** Questions regarding the products listed herein, ordering, pricing, and status should be directed to the respective vendor(s)

Procurement questions or complaints may be directed as follows:

Jurisdiction	Point of Contact	Phone	Fax	E-Mail
Judiciary	Newton Sakamoto	538-5805	538-5802	newton.t.sakamoto@courts.state.hi.us
OHA	Ernest Kimoto	594-1954	594-1865	<a href="mailto:erniek@oha.gov">erniek@oha.gov</a>
Senate	Paul Kawaguchi	586-6720	586-6791	senclk@capitol.hawaii.gov
U.H.	Jamie Wong (primary)	956-8687	956-2093	jamiew@hawaii.edu
	Rod Sakuma (alternate)	956-8687	956-2093	<a href="mailto:rods@hawaii.edu">rods@hawaii.edu</a>

**PURCHASE ORDERS** for Multiple Part (Snap-out) Standard Forms shall be placed with the following vendor. Agencies are instructed to obtain the appropriate VENDOR CODE from the "Alphabetical Vendor Edit Table Report" and annotate the vendor on their purchase orders.

<u>Vendor</u>	<u>Address</u>	<u>Telephone</u>	<u>Facsimile</u>
Pacific Business Forms	831-G Pohukaina Street Honolulu, Hawaii 96813	597-1717	593-9156

**VENDOR CODES** for annotation on purchase orders are obtainable from the "Alphabetical Vendor Edit Table Report" available at your department's fiscal office. **Agencies are cautioned that the remittance address on an invoice may be different from the address of the vendor code annotated on the purchase order.** Therefore, when processing an invoice for payment, be sure that the correct vendor code is used.

**UNIT PRICES** include delivery to destination (i.e., State agencies throughout the State and all other costs including the State General Excise Tax.

**PURCHASE ORDERS** must be received by the vendor no later than **January 31, 2004 (Re. Item No 8 only)**. You may (1) consolidate all requirements into a single purchase order or (2) the various divisions, programs, and sections under your jurisdiction may issue separate purchase orders for these forms. In either case, **departments are requested to collect all purchase orders and to submit them to the vendor under one cover.**

Orders will be placed in increments of 100 sets for each line item or in the case of SAF B-24, 50 forms/book. The quantities ordered may be increased from your original request in response to **(SPO Circular No. C03-13, dated May 15, 2003)**, but not decreased. It is the department's responsibility to insure that purchase orders are sent to the vendor on a timely basis. The vendor is not obliged to accept any order received after October 31, 2003.

**DELIVERY shall be made on or before Friday, December 26, 2003.** Deliveries shall be made to destinations as specified on the purchase orders. Agencies are advised to immediately inspect all forms delivered under this price list and report any discrepancies to the vendor within five (5) working days after receipt of order.

**Forms shall be packed 100 sets per package or 50 sets per book** and shall be cellophane wrapped and sealed. Each box shall be clearly marked with the form number, title and quantity.

**"SPO PL No. 04-03"** must be typed on purchase orders issued against this price list.

**PRICE LIST AVAILABLE ON SPO WEBPAGE .** The price list is available at the SPO website:

<http://www2.hawaii.gov/priceapps/showprice.cfm?&ShowAll=Yes>

/s/ Robert J. Governs  
 ROBERT J. GOVERNS, CPPB  
 Procurement Officer

The following forms shall be purchased from Pacific Business Forms:

	<u>Form No.</u>	<u>Form Title</u>	<u>Unit Price Per Hundred</u>
1.	SAF A-30	Application for Investments, 4-part	No Requirements
2(a)	SAF B-13	Treasury Deposit Receipt, 4-part	\$ 7.36
2(b)	SAF B-13	Treasury Deposit Receipt, 6-part	\$10.45
3.	SAF B-14	Treasury Deposit Receipt (Continuation), 4-part	\$ 7.36
4(a)	SAF B-24**	Official Receipt Book, 2-part <b>(50 forms/book)</b>	\$ 2.60
4(b)	SAF B-24**	Official Receipt Book, 3-part <b>(50 forms/book)</b>	\$ 3.11
4(c)	SAF B-24**	Official Receipt Book, 4-part <b>(50 forms/book)</b>	\$ 3.91
5(a)	SAF D-55	Individual Time Sheet, 3-part	\$ 6.05
5(b)	SAF D-55	Individual Time Sheet, 4-part	\$ 7.81
6.	SAF D-56	Organizational Time Sheet, 3-part	\$12.90
7.	SAF D-60**	Salary Assignment/Cancellation, 4-part	\$ 5.85
8.	SAF D-62	Motor Vehicle Insurance Deduction Authorization	\$101.56
9.	SAF D-66	Health Benefits Plan Deduction Authorization, 4-part	\$12.00
10.	SAF D-67	Premium Conversion Plan-Benefit Election Form, 4-part	\$ 5.55
11.	SAF D-70	Notification for Payroll Adjustment, 4-part	\$ 7.68
12.	SAF D-71	Employer's Share of Contribution Adjustment Sheet, 2-part	\$ 4.85
13.	SAF C-04	Requisition and Purchase Order, Continuation, 7-part	\$26.00
14.	G-2	Application for Transfer of Vacation and Sick Leave Credit or Payment in Lieu of Vacation, 5-part	\$ 9.00
15.	HRD-4	Certification of Medical Examination	\$38.00
16.	HRD-10	Notification of Temporary Assignment, 4- part	\$ 9.25
17.	HRD-305	Certification Form, 4-part	\$ 7.68

**\*\*Agencies needing additional imprinting on this form shall provide the vendor with a sample of the exact wording desired. Cost for additional printing shall be in addition to the unit price specified herein.**